

HOUSING SERVICE CENTERS

FAX (Please FAX to one office only)

From: _____

Date: _____

To: _____ **Number of Pages including cover sheet:** _____

Housing Service Center	Phone	Fax
JEB Little Creek-Fort Story	757-462-8939	757-462-1244
NAS Oceana	757-433-3268	757-433-3310
NSA-Hampton Roads	757-445-2832	757-445-6818
NAVSTA Norfolk	757-445-2832	757-445-6818
NWS Yorktown	757-847-7806	757-847-7822

SUBJ: PPV Housing Application Package

Please check documents attached.

- ___ Application for Assignment to Housing (DD Form 1746)
- ___ Sex Offender Policy Acknowledgement & Disclosure Form
- ___ Housing Applicant Statement of Understanding
- ___ Courtesy Move (Household Goods) Entitlement
- ___ Permanent Change of Station (PCS) Orders
- ___ Record of Emergency Data/Dependency Application
(USN – Page 2; USMC – NAVMC 10922; USA & USAF – DD Form 93; USCG – 4170)
- ___ Dual Military – Provide documentation (orders & page2) on spouse
- ___ Custody/Divorce Papers (If previously married or legal separated)
- ___ Proof of Pregnancy with estimated due date noted by doctor
- ___ Power of Attorney (required if spouse or representative is completing application)

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M and E.O. 9397.

Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing.

Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.

Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.

POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.

Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

	INITIAL
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.	
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender.	
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command.	

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

Signature

Date

Print Name

Command

PRIVATE PUBLIC VENTURE (PPV) STATEMENT OF UNDERSTANDING

INITIAL

1. I understand waiting times for Public Private Venture Housing (PPV) are only estimates and subject to change.

2. I am required to keep the Housing Service Center advised of any changes to my application (i.e. lease or Rental Partnership Program (RPP) expiration, rate, family members, address, phone numbers, e-mail addresses, etc.) I am required to provide housing with advance notice that I am unable to accept PPV housing until a specific date.

3. I understand that a maximum of two (2) pets (dogs and/or cats) is permitted. Pet quantities exclude birds and fish. No Chows, Doberman Pinschers, Presa Canarios, Pit Bulls (American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier), Rottweilers, any Wolf Hybrid or any mixes of the aforementioned breeds. Barnyard or exotic pets such as chickens, ducks, ferrets, rabbits, reptiles etc. are not permitted in PPV housing. I understand any damages caused to the unit or grounds by my pet(s) are also my responsibility.

4. I understand that I must have six months or more remaining on my tour of duty to be assigned PPV housing.

5. I understand that assignment to PPV housing will be accepted in writing. Acceptance may be made by sponsor or sponsor's designee with a Special Power of Attorney (must state "start, stop and change allotment)."

6. I understand that when offered PPV housing; I have 24 hours to accept or to decline.

7. I understand that if I decline my one PPV housing offer, I will be PERMANENTLY removed from the waiting list.

8. I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Navy Housing Service Center to release the information contained in this family housing application to the Public Private Venture Managing Member for purposes of placement on the family housing waiting list and placement in a public private venture home.

9. Housing Service Center counselors are your advocates in dealing with landlord/tenant issues whether you are living in Public Private Venture (PPV) or Community housing.

CERTIFICATION: I have read and understand the above statements.

Signature

Date

Print Name

COURTESY MOVE ENTITLEMENT

POLICY STATEMENT: In accordance with CNICINST 11103.12 Navy Housing and Intra-Station Moves to qualify for a courtesy move you must meet the following:

ELIGIBILITY

Member is eligible for courtesy move when member receives PCS orders and applies for Private Public Venture (PPV) housing within 30 days of reporting to his/her command in the Hampton Roads area and PPV housing is not available.

Member is not eligible (bachelor) for PPV housing when PCS to Hampton Roads area but becomes eligible due to change from member with no dependents to member with dependents. Member must apply for PPV housing within 30 days of change of status to be eligible for courtesy move.

Member is not eligible for a courtesy move from one local PPV housing to another local PPV housing.

Member is eligible when he/she receives notice of landlord foreclosure.

FORFEITS ELIGIBILITY

Member fails to apply for PPV housing within 30 days of report date to command on PCS orders to Hampton Roads area.

Member fails to apply for PPV housing within 30 days of becoming eligible (i.e. marriage/pregnancy.)

Member is referred to Lincoln Military Housing for housing and is offered a PPV home and turns down the home.

I agree to pay all charges in connection with this move, if I fail to notify Personal Property Shipping Office of any change in plans prior to contractor pick-up or delivery date. Desired pick-up date is after key pick-up date.

CERTIFICATION: I have read and understand the above policy. I understand I am responsible for moving expenses if I am not entitled to a courtesy move and when eligibility has been forfeited.

Signature

Date

Print Name

OFFICE USE ONLY

Report Date:

Application Date: